

1. Select the 'Commercial' menu and then select 'Payments'.

分	Home	Home	â
	Messages	Home	'Ψ'
	Money Movement 🗸 🗸 🗸	PRIORITY ACCOUNTS	^
₿	Commercial ^	View all	
	User Roles	Test CD 1999	CBL LOC /NON RE SECURED 4055
	Company Policy	Available Balance \$1.00 Current Balance \$1.00	Available Balance \$0.00 Current Balance \$0.00
	Wire Activity	CBL LOC /NON RE SECURED 4721	Personal LOC-Unsecured-ST5 3333
	Payments	Available Balance \$0.00 Current Balance \$0.00	Available Balance \$200.00 Current Balance \$0.00
	Recipients		•
	ACH Pass-Thru	ZBA COMMERCIAL CHECKING 2808 Available Balance \$11,203.87	Test IRA 1889 : Available Balance \$1.00
	Users	Current Balance \$11,203.87	Current Balance \$1.00
	Tax Payment		

2. Select 'New Payment' and then 'Domestic' or 'International' Wire from the dropdown.

Payments

ACH		Wire	Other	
ACH		wire	Other	+ Create Templat
ACH	Batch	Domestic Wire	Payment From File	
ACH	Collection	International Wire		
Payr	Ilo			 Actic

NOTE: Process Date can be selected as the same date for all wires by clicking 'Use same for all' (This is the default option).

NOTE: The 'Notify' option sends an automatic email to the recipient when Access National Bank processes the 'Wire' transaction.

NOTE: Reference the 'Recurring Transaction Management' User Guide for instructions on how to set up or remove the recurring transaction option from this payment before it is drafted or approved. If the transaction has already been drafted or approved reference the "Activity Center' Guide on how to cancel the transaction.

- 3. Select the 'Recipient/Account' on each wire.
- 4. Select the 'Amount' and 'Subsidiary' on each wire.
- 5. Select which account it is coming from ('From Account') on each wire.
- 6. Enter a message to the beneficiary. To include, purpose for the payment and any additional payment instructions.
- 7. Select the 'More Wires' box to open additional domestic wires.
- 8. Enter the amount of domestic wires you would like to create.
- 9. Enter the Purpose of Wire for each wire.
- 10. Select 'Draft or Approve'.

Oomestic Wire Change Type	Upisar	i From I
rigination Details rom Subsidiary Use same Subsidiary for all wires	Account Use same Account for all wires	
rocess Date Use same Date for all wires 12/31/2020	Recurrence Set schedule	
fires (2)	Q. Find recipients in payment	
Add multiple recipients		
Recipient/Account	Amount	
Recipient 1 Checking 123	\$75.00	
From Subsidiary	Account	
Business Test	ZBA COMMERCIAL CHECKING	
*****4567	3000002808 \$11,203.87	
Sample Description ③		
Test		
Recipient/Account	Amount	
Recipient 2 Checking 9876	\$25.00	;
From Subsidiary	Account	
Business Test *****4567	ZBA COMMERCIAL CHECKING 3000002808 \$11,203.87	
OPTIONAL WIRE INFORMATION		~
Message to Beneficiary 💿		
Sample		
Description ③		
Test		
00.00		
ires	Cancel Draft /	\pprov

11. Optional: Click 'Set schedule' to setup the wires as recurring transactions.

12. Review the information on the screen for accuracy and then select 'Approve' to authorize the wires or 'Draft' to only draft them.

NOTE: The ability to click 'Submit' is dependent upon your entitlements within Online. If you can only draft, an Administrator will need to approve the wire before it can be processed by Fidelity Bank and Oklahoma Fidelity Bank.

Domestic Wire Change Type			Upload From File
Origination Details			
From Subsidiary Use same Subsidiary for all wires		Account Use same Account for all wires	
Process Date Image: Organization of the second se		Recurrence Set schedule	
12/31/2020	(<u>0−0</u>) ⊞P		

Domestic Wire Change Type	Upload From
rigination Details rom Subsidiary Use same Subsidiary for all wires rocess Date Use same Date for all wires	Account Use same Account for all wires Recurrence Set schedule
12/31/2020	dels su reduine
Vires (2) Add multiple recipients	9, Find recipients in payment
Recipient/Account	Amount
Recipient 1 Checking 123456	\$75.00
From Subsidiary Business Test	Account ZBA COMMERCIAL CHECKING
optional wire information	x000002808 \$11,201.87
Recipient/Account	Amount
Recipient 2 Checking 9876543	\$25.00
From Subsidiary	Account
Business Test *****4567	ZBA COMMERCIAL CHECKING 3000002808 \$11,203.87
OPTIONAL WIRE INFORMATION	
	+ Add another wire
00.00 Ires	Cancel Draft Appro

NOTE: A payment approval confirmation will appear on the screen upon the successful completion of the transaction.



Batch ID: 7

Total Amount: \$100.00

Close

View in Activity Center

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